

THE FOLLOWING DOCUMENTS
ARE ATTACHED:
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ER 4031X 88

ER 4031/1 88

SUBJECT:

Central Intelligence Agency

ER 4031/1 88



Washington, D. C. 20505

26 October 1988

MEMORANDUM FOR: Katja Bullock
Associate Director of Presidential Personnel
Office of Presidential Personnel

SUBJECT: Update PPO Computer Records

The Office of the Director of Central Intelligence has reviewed attached PPO computer record. Please note correction to Judge Webster's home street address. There is no objection to disclosing home addresses to the President after he leaves office.

STAT

H. Lawrence Sandall
Executive Secretary

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L-259-1R

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ROUTING SLIP

TO:

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Remarks

ER 88-4031X

Executive Secretary
25 Oct '88
Date

3637 (10-81)

THE WHITE HOUSE
WASHINGTON

October 24, 1988

MEMORANDUM FOR WHITE HOUSE LIAISONS

FROM: KATJA BULLOCK *KB*
SUBJECT: UPDATE PPO COMPUTER RECORDS

Attached for your review and correction please find:

1. Report of your current appointees/nominees
2. Listing of current Home Addresses
3. Guidelines for correction of PPO Reports

Please return the attached reports to my office by COB October 31, 1988.

Feel free to call my office (202) 456-2964 if you need any help.

At this time, may I also please ask you, to advise your appointees that their home addresses will be provided to the President for his use after he leaves office. Anyone who does not wish his home address to be disclosed should please notify my office prior to December 15, 1988.

Address changes occurring between now and the end of this Administration, including forwarding addresses for those appointees intending to leave government should be reported to my office.

Please feel free to add forwarding addresses of former appointees on a separate sheet.

Thank you for your cooperation in this undertaking.



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GUIDELINES TO ADD TO, CORRECT, DELETE EXISTING DATA IN PPO FILES

1. FILL in ALL BLANKS (If you cannot find data please indicate it as unknown, so that we won't bother you for it again.
2. BLANK CLEARANCE FIELDS - Send Clearance papers. Do NOT enter previous clearance dates granted for other positions/or grades.
3. FILL IN OPM # Please advise us of the OPM assigned # for the shown position
4. DUPLICATE RECORDS FOR ONE EMPLOYEE -
 ON THE INVALID RECORD
 - a. Draw line thru old position
 - b. Change status to G or D
 - c. Give DATE when employee left the old Grade/Title
 ON THE CORRECT RECORD
 - a. change status to A
 - b. Give Appointment Date (EOD) for the permanent position or new Grade Level
 - c. Give OPM # if not already shown
5. INCORRECT GRADE/POSITION DATA IN OUR FILES
 - a. Cross out grade shown
 - b. Provide new grade, position-title and OPM#
 - c. Provide both a GONE DATE for OLD position and APPT DATE for NEW position
6. XXXXXX in CLEAREND = WH Clearance was denied.
 Give date when employee left the payroll or was removed from further consideration.
7. 000000 in APPT DATE = Unknown Carter APPT Date - Give APPTDT
8. 999999 IN APPT DATE = Unknown Reagan APPT DATE - Give APPTDAT for that position
9. Please do NOT send clearance papers for one grade or position and appoint the person to another grade or position without submitting new papers.
10. PLEASE make your corrections onto OUR print-outs. DO NOT SEND copies of your computer system print-outs. We cannot adjust our system to 50 or more variations.
11. Appointees NOT LISTED ON PPO REPORT, please provide appropriate info for all columns shown on the report at the end of your print-out.

12. I thank you for your cooperation. If I can be of any assistance to make your end easier, please do not hesitate to call me anytime at 456-2964.

EXPLANATION OF THE COLUMN HEADINGS ON THE PPO COMPUTER REPORT

NAME	Last, First and Middle Name of Appointee
TITLE	Position Title
OPMNBR	OPM Position Number
S	Sex
R	Race
YB	Year of Birth
DM	<u>1980</u> Voting Domicile
LP	Initials of WH Lead Person for your agency
GRADE	Position Type and Grade Level
CL ST	Date WH received Clearance Forms
CL END	Date WH completed clearance process (a BLANK in these fields indicates that Clearance Forms should be submitted, so that this Administration can comply with and provide accurate EEO statistics.
APPTDT	EOD (entered on duty) date
S	Status of Appointment X = Nominee A = Appointed G = Gone from the shown position/grade R = Reappointed to same position at higher Grade D = Dropped from consideration
PACCNr, RACCNr, AACNR	Internal WH Process Fields